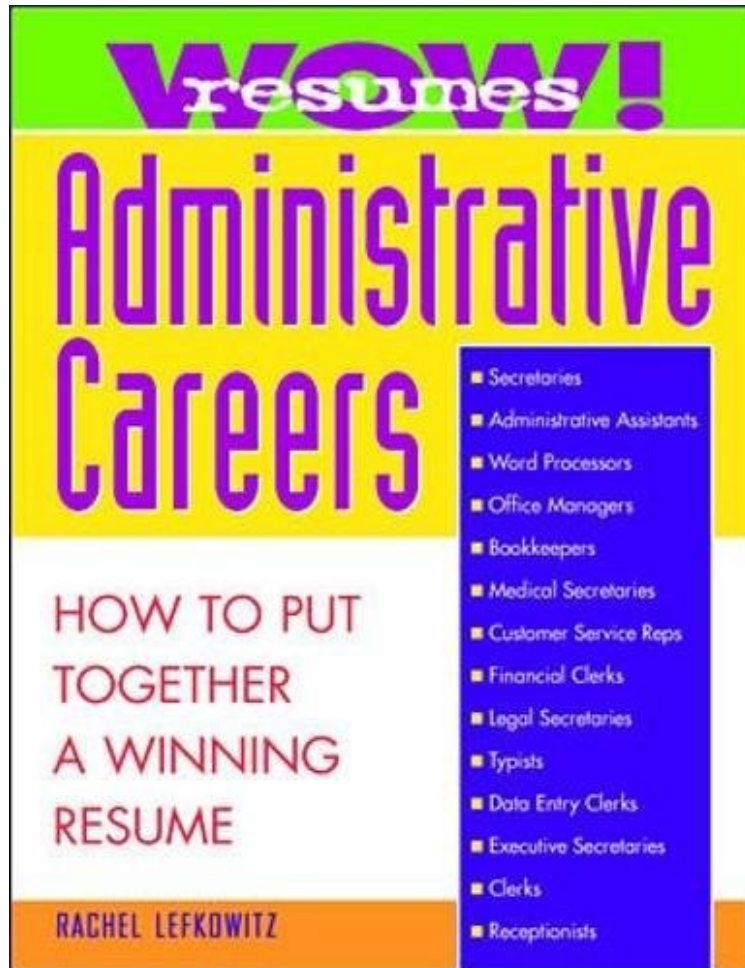


Wow! Resumes for Administrative Careers: How to Put Together A Winning Resume

Rachel Lefkowitz

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before purchasing it in order to gage whether or not it would be worth my time, and all praised Wow! Resumes for Administrative Careers: How to Put Together A Winning Resume:

1 of 1 people found the following review helpful. WOW! Resumes for Administrative CareersBy Ellen HudsonWhether you're an experienced office worker, or a novice clerk, Rachael Lefkowitz shows how every job experience can be presented in a new and interesting way. With an emphasis on skills rather than a dull list of duties gives a whole new spin on a resume. While most resumes are dull and ordinary, this style of resume writing allows more personality to show through. This book is an absolute must-have for anyone just beginning an administrative

career or someone reentering the field. Two thumbs up for WOW! Resumes for Administrative Careers! 0 of 0 people found the following review helpful. Administrative By CookieNot what I expected. Did have a few information that I needed but not enough information. Yes I would order again, but I will take my time with reviewing the important information first. 2 of 2 people found the following review helpful. Great Tips - if you can translate examples with today's equivalent By LoverI found this book helpful for those administrative assistants that are new or fairly new to the field. There are great tips for layout if you have had an extended break in working, and ways to present experience (or lack of experience) and still get your foot in the door for an interview. The resumes presented were, in my opinion, elemental, which is why I would recommend this book for those starting out in the administrative field. Also, some of the examples used will obviously need to be tailored to your situation. There are numerous references to typewriters and wpm, stenographers, etc, that date the book, and you will need to swap this out with what you currently do in your job. (While I may not be average, I personally have not touched a typewriter in my work environment for the last 6 years). There were some great before and after examples of resumes. However, I am an experienced administrative assistant performs the usual travel arrangements, expenses, and calendaring, and I also actively seek out projects to pursue. My goal in purchasing this book was to show the value of those extra projects on my resume. If this is your intent as well, I would not recommend this book. I also bought Resume Magic: Trade Secrets of a Professional Resume Writer at the same time, and have found it to be much more useful in translating my current tasks into marketable skills, as it is much more robust.

The first and only resume-writing handbook designed expressly for secretaries and other office workers, this savvy guide shows you how to use leading-edge strategies to sell your special skills, talents, and achievements in a polished, powerful resume that will dazzle employers. Best of all, you'll learn how to beat the competition with a targeted resume that zeroes in on a prospective employer's exact needs. Loaded with precise details, samples, and examples, it reveals how to hook an employer's interest in the first few lines; enhance all job descriptions with powerful, professional wording, transform even menial job tasks into impressive information; discover and showcase skills and achievements you never even knew you had; customize your resume to specific job positions, write a dynamite cover letter; and much more.

From the Back Cover The first guide to show secretaries and other office workers how to create dazzling, powerful resumes that get the job! As a secretary or office worker in today's office, you are at the forefront of an office automation revolution. You possess technical skills and abilities as never before. Yet on resumes, these skills are routinely oversimplified and underestimated, and presented in a "one-size-fits-all" format that no longer works in today's fiercely competitive job market. This savvy resume-writing guide--the first and only designed expressly for office personnel--shows you how to use leading-edge strategies to sell your special skills, talents, and achievements in a polished, powerful resume that will dazzle employers. Best of all, you'll learn how to beat the competition with a targeted resume that zeros in on a prospective employer's exact needs. In addition, the book is packed with special features, including: Visual resume guides that build your resume right along with you Real-life before-and-after winning sample resumes for all types of clerical jobs Innovative strategies for new grads, career changers, and others Whether you're an executive, legal or medical secretary, an administrative assistant, office manager, clerk, receptionist, word processing or data entry operator bookkeeper, or customer service rep, this book will arm you with everything you need to produce a top-notch, targeted resume that stands head and shoulders above the rest. About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide